

**MI MME Test Center Establishment
(Including Designation of Test Center Staff)
Key Dates and Activities
2006-2007**

Spring 2006	<p><i>Review Standard Testing Requirements, Summary of Test Administration Policies, Qualifications and Responsibilities for Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators.</i></p> <p>Consider staffing requirements and possible staff at your school to fill those positions.</p> <p>Make a plan for the testing rooms/facilities. Will you be able to test at your school, or will you need approval for an off-site location?</p>
Week of September 4, 2006	<p>Test Center Establishment packets will be mailed to high school principals, including: cover letter; School Information and Test Supervisor Appointment form; Test Supervisor and Facilities Profile; Back-Up Test Supervisor Profile; Test Accommodations Coordinator Appointment form.</p>
September 12, 2006	<p>Videocast from Wayne RESA 2007 MME Briefing.</p>
September 29, 2006	<p>Establishment packets due back from principals, Test Supervisor and Facilities Profile; Back-Up Test Supervisor Profile; Test Accommodations Coordinator Appointment forms due back to ACT.</p>
October 2-13, 2006	<p>Administrator Training Workshop invitations mailed to Test Supervisor, Back-up Supervisor, and Test Accommodations Coordinator designated staff.</p> <p>Consideration by schools if Offsite Testing will need to be requested.</p>
October 20, 2006	<p>Workshop requests due back to ACT.</p>
Week of October 23	<p>Email confirmation to Test Supervisors, Back-up Supervisors, and Test Accommodations Coordinators of training workshop assignments.</p>
November and December, 2006	<p>Mandatory training for Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators.</p>
December 1, 2006	<p>Offsite requests due to ACT</p>